



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Workforce Solutions

Bureau of Workforce Programs

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

**FROM: Stephen M. Dow
Employment Support Unit
Workforce Policy Development Section**

BWP OPERATIONS MEMO

No.: 02-01

File: 2751

Date: 01/06/2002

Non W-2 ☒ W-2 ☐ CC ☐

PRIORITY: Medium

SUBJECT: ELECTRONIC VERSION OF DES 3070 FORM

CROSS REFERENCE: *MA Handbook*

EFFECTIVE DATE: Immediately

PURPOSE

This memo introduces a new process to electronically submit 3070 forms to EDS.

BACKGROUND

Manual certification for Medicaid (MA) has always been a process that involved sending a paper DES 3070 to EDS through the mail or by fax whenever MA certification could not be transmitted through the CARES/MMIS interface. A process was recently set up for agencies to submit 3070s to EDS electronically.

NEW POLICY

DES 3070s can be sent to EDS for all cases in which a manual certification is necessary by any **one** of the following methods.

- Electronic 3070s (e-3070s)
- Mail
- Fax

Submit 3070s by only **one** of the **options** mentioned above.

A template of the e-3070 form will be sent to local agencies via the Regional Offices. If your agency determines that the e-3070s can be used, they must first send a test e-mail to EDS and wait for a response from EDS staff. Once a response is received, your county can use this option.

If there are problems with this initial e-mail, contact Recipient Services at (608) 221-4746, Ext. 3121.

COMPLETING AN ELECTRONIC 3070

Please be sure you have explored all means of updating eligibility through CARES before sending an e-3070.

The steps in completing an e-3070 are as follows:

1. Complete the e-3070 as you would complete the paper version. The instructions for completing DES 3070 can be found on the reverse side of DES 3070, and an electronic version of these instructions will be sent along with the e-3070 to the Regional Offices.
2. In the "Signature of agency director or authorized representative" field at the bottom of the e-3070, include the name of the worker who completed the form and the date the form was completed. If a worker name is not present, the e-3070 will be returned.
3. If the e-3070 being sent is an urgent update situation, indicate "Urgent" and any pertinent details in the "Comments" section.
4. E-mail the form to EDS at their address, eds 3070@dhfs.state.wi.us.

Do not send an additional DES 3070 by mail or fax if you have already sent an e-3070.

A reply e-mail will not be sent by EDS when the e-3070 is received. If the information is not complete or there is a question about information on an e-3070 that was sent, EDS may contact you by replying to your initial e-mail.

PROCESSING

Once the e-3070 reaches EDS, it will go through the same process as a paper 3070. EDS will print them out throughout the day. They will then be assigned an Internal Control Number (ICN) and batched for processing. E-3070s will be entered into MMIS within three working days from the day the form was received.

If you want to be sure that MMIS has been updated, first use EDSNET to determine if the change has been made. If an e-3070 is sent and the eligibility segment is not updated, do not send an additional 3070 without first checking with the EDS Recipient Services Eligibility Analysts assigned to each county (see attached).

CONTACT

DWS CARES Information and Problem Resolution Center

Email: carpolcc@dwd.state.wi.us
Phone: 608-261-6317 (Option #1)
Fax: 608-266-8358

Note: Email contacts are preferred. Thank you.

**EDS RECIPIENT SERVICES
P.O. BOX 7636
MADISON, WI 53713
(608)221-4746**

CLERKS/COUNTY ASSIGNMENTS

EXTENSION 3104

001 Adams
002 Ashland
003 Barron
004 Bayfield
005 Brown
006 Buffalo
007 Burnett
008 Calumet
009 Chippewa
010 Clark
011 Columbia
012 Crawford
013 Dane
014 Dodge
015 Door
016 Douglas
017 Dunn
018 Eau Claire
019 Florence
020 Fond du Lac
021 Forest
022 Grant
023 Green
024 Green Lake
025 Iowa
026 Iron
027 Jackson
028 Jefferson
029 Juneau
041 Monroe
042 Oconto
043 Oneida

EXTENSION 3475

040 Milwaukee
044 Outagamie
045 Ozaukee
046 Pepin
049 Portage
051 Racine
053 Rock
058 Shawano
059 Sheboygan
060 Taylor
061 Trempealeau
062 Vernon
063 Vilas
070 Winnebago
071 Wood
072 Menomonie
080 RNIP
090 RNIP
100s - 600s

EXTENSION 3477

030 Kenosha
031 Kewaunee
032 LaCrosse
033 LaFayette
034 Langlade
035 Lincoln
036 Manitowac
037 Marathon
038 Marinette
039 Marquette
047 Pierce
048 Polk
050 Price
052 Richland
054 Rusk
055 St. Croix
056 Sauk
057 Sawyer
064 Walworth
065 Washburn
066 Washington
067 Waukesha
068 Waupaca
069 Waushara
830 Katie Beckett

ELIGIBILITY SUPERVISOR..... Extension 3098
ELIGIBILITY TEAM LEADER Extension 3121
NURSING HOME AUTHORIZATION Extension 3103
SLMB/QMB/BUYIN Extension 3107
GOOD FAITH Extension 3485
EDS TPL/COB..... Extension 3108

MAPP.....Ext. 3716
 Fed. SSI....Ext. 3485